HOW TO CUT PAPERWORK

Introducing the DEC DATASYSTEMS from Digital

digital

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IF YOU'RE STILL WASTING TIME WITH PAPERWORK YOU'RE WASTING MONEY.

Paperwork Costs You

The time your operation wastes handling paperwork is easily translated into a waste of money. Businesses such as yours consider each customer and transaction as critical to their success. From order entry to receivables, perhaps the most critical area to maximizing profits is a streamlined mechanism of operating control. The basic vehicle for control has been paperwork—forms, files, records, punched cards, computer listings, etc. However, paperwork often becomes extremely time-consuming, cumbersome, and inefficient. Many companies bogged down in paperwork have transformed their control mechanism into a form of costly chaos.

Digital Equipment Corporation understands the dilemma, and suggests a few steps to get things under control—to help make you a better businessman by making you a better papercutter.

STEP 1

Understand the problem and its effects.

Whether Banker, Baker or Barrel Maker

If your business is manufacturing, banking, wholesaling, retailing, service, or whatever, you're confronted with the following:

POOR CUSTOMER SERVICE. Different records maintained in different locations can make immediate response to customer orders and questions impossible.

OUT-OF-DATE INFORMATION. Traditional manual and computer methods of data recording often result in a serious lag of information aging as much as two to three weeks or months.

COSTLY ERRORS. A two to five percent error rate in recording information is standard for many companies and leads to costly and wasteful employee time and effort.

OUTSIDE SERVICE COSTS. Some businesses truck their paperwork problems to outside computer services, where delays and costs are incurred replacing one mountain of paperwork with another.

WASTED TIME. Thirty percent or more of an employee's time is spent writing down or looking up information.

WASTED MANPOWER. Management spends too much time seeking critical details in lengthy hand compiled reports and cumbersome computer-generated printouts providing too much non-specific information.

Many executives would say paperwork problems are caused by the nature of their business, lack of help, poor filing procedures, ineffective administration, etc. More often than not, it's a combination of problems.

A Systems Solution

Or it's the lack of a streamlined system's approach to operations control that reduces paperwork while providing instant access to meaningful information.

Digital understands, and has a simple, powerful, and inexpensive answer. The DEC DATASYSTEM. Or as our customers refer to it, the Digital Papercutter.

Datasystems are designed to fit your needs rather than the other way around. They are used by hundreds of businesses for order entry, inventory management, payroll, credit and sales analysis, bill of materials, job costing requirements planning, financial analysis and much more. Your entire operation is under constant on-line control, as data entered is processed against current operating and market conditions.

On-line Interactive Processing

Traditional computers force users to handle all business applications in serial or "batch" fashion and process transactions on a cyclical basis. For a major improvement in productivity, the Datasystem employs "on-line" processing.

The DEC DATASYSTEMS Difference

So, many of your people can directly interact with the system to process different types of applications and transactions. Simultaneously. Immediately. From their own offices. With easy-to-use TV-like terminals. Data is entered via a terminal with simplified keyboard and displayed on the terminal's screen with reports generated in a concise, intelligent form. As brief or detailed as desired. As often as needed. And fast. Like at the touch of a button. Such a system can start cutting your paperwork and improving your control for very little more than the cost of a good file clerk. And pay for itself in a matter of months.

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WHEN THERE'S NO CORNER LEFT TO CUT IN YOUR BUSINESS, CUT YOUR PAPERWORK.

STEP 2

Determine what can and could be achieved.

Digital's Datasystem is a simple business tool applying computer power to introduce control while reducing your operation's paperwork input and output. Your own staff can be easily trained to use the system and its simplified business programming languages. A Datasystem offers the flexibility to do your entire data processing job or any part of it.

Reducing Paperwork To Make People More Productive

Making resourceful people more resourceful is a major benefit of the Datasystem's on-line approach. Typical benefits for a distributor's order entry process offer a good example of what an on-line Datasystem could do for you.

- Data security is assured as each user must enter his assigned password for authorization to access proprietary files.
- The computer challenges all input to ensure it's correct when first entered.
- Many users can access the same inventory file at the same time, but a specific item record is locked out until the file is updated with the present transaction on that item.
- Easy-to-follow formats are displayed on the terminal's screen to guide your clerk through the entire order entry process.
- The amount of data to be keyed in is significantly reduced.
- Intermediate steps are eliminated as credit and item checks are performed while the order is being entered.
- Invalid account and item numbers are caught before an order goes to the warehouse.
- Procedural steps are handled automatically such as preparation of picking information into bin location sequence.
- Special reports can be generated instantly on out-of-stock, below minimum and unshipped items.
- Invoicing is adjusted automatically as out-of-stock items are placed on back order, and suggested order quantities are provided for purchase, decision making.
- At any time partial shipments and invoicing can occur with all records updated automatically.
- All prices, taxes, and discounts are extended for each customer transaction.
- Complete information is available instantly on every customer and inventory item.
- A customer inquiry on any item can be handled instantly to provide its status and location.

The Datasystem on-line approach can be similarly beneficial to almost any other area of your business.

Profit From Simplicity

An on-line Datasystem shares its power among all your operations. Because the system offers central data base control, authorized users can access all required information from one storage area. The need for duplicate records disappears. Efficiency improves.

An example of more productive management control occurred at a credit union where a Datasystem was installed to improve operations flow. Basic performance of the system easily matched its workload. A cut in budget was required though the workload continued to grow. However, the controls inherent in the system's interactive data base approach were equal to the challenge, and up to 600 new accounts were added per month.

For almost any size concern, a Datasystem helps your people do things a better way. Or do things they never could before.

IF YOU'RE BURIED UNDER A MOUNTAIN OF PAPERWORK, THERE'S A TOOL THAT CAN DIG YOU OUT.

STEP 3

Pick the right approach.

And what could be a more profitable approach to cut down a mountain of paperwork than a computer system that interacts with your people. Wherever your people are: in the office, in the warehouse, even in decentralized business locations partially serviced by a central computer.

Digital's on-line Datasystem does the job by distributing its power to your various operating departments or work stations. It lets you handle payroll, inventory control, accounts receivable/payable, order entry, general ledger and all your other paperwork tasks within the framework of your already established business procedures.

Simplified access through familiar keyboards with video displays gets your information quickly into and out of a data base shared by others. Yet, your present clerical, management and executive staff need not be sophisticated in computer operation to access that base.

Information is entered in a conversational manner and is verified by the computer as it is entered. Every entry is challenged by the human eye and the computer, and incorrect information need only be retyped. Because of the simplicity of data entry, your personnel can be trained to operate the system easily and quickly right in your office.

Adequate security for all transactions and files is assured by the protection features of the Datasystem. One of these is a password system. Before a user can file or access data, he must first enter the proper password. Passwords can be assigned in a way that prevents unauthorized users from gaining access to various levels of proprietary information.

As you enter information on the terminal keyboard, it is stored on the system's disk storage device for processing and inquiry. Information stored on the disk cannot be misfiled. Since the disks are removable, all information can be copied onto a spare disk and stored for absolute security.

Any record can be immediately displayed on the video console or printed on a line printer if hard-copy is required. The file password ensures confidential information will be displayed only to authorized personnel.

Doing the Whole Job: Payroll Inventory Payables Receivables Order Entry Customer Service and more.

People-Oriented DEC DATASYSTEMS Succeed

You Can't Lose An Invoice or an Order

decpack
decpack

STEP 4

Weigh the alternatives.

There's a world of business sense designed into Datasystems, as they use the latest minicomputer technology for maximum price-performance. They don't require sumptuous quarters or acoustic isolation, yet they provide large system capabilities at small system prices. The full range of Datasystems offers growing power without growing pains.

A complete line of peripheral devices exacts optimum efficiencies from system input and output. You can choose from a variety of transaction terminals using hard-copy or video screen displays. High-capacity storage devices using magnetic disk allow your file records to be directly accessed on-line. Industry compatible magnetic tape units provide for sequential file storage and low-cost data audit trails. Card readers offer volume input, while high-speed printers handle checks, packing slips, reports, etc.

DEC DATASYSTEMS For Better Alternatives

Automatic system monitoring and special operational efficiency routines are part of the powerful operating software. Digital's higher-level languages provide English-like procedural statements for easy applications programming.

A fast start for smaller businesses.

Even our smallest Datasystems, the 300 Series, are big on performance. They can help your operation to move at a faster yet controlled pace. Though inexpensive, the smallest system can handle the processing needs of a growing business. With one or more terminals, your business data is entered interactively, verified and processed by computer, with output reports printed as desired.

When you've outgrown smallness.

The medium-scale 500 Series of Datasystems carries your business growth forward. More terminals can be added, more processing power, more storage capacity, and more comprehensive applications such as on-line data base management and commercial timesharing. You'll always have a system to grow to economically, and your investment in programming and applications goes right along with you.

For the multi-terminal user.

You can add terminals to your Datasystem, in some models as many as 32, and these can be used simultaneously to enter data, update data or answer inquiries from separate or related files.

In cases where data entry is most important, a special system allows up to 6 terminals to handle entries with first priority while a different program is being processed with secondary priority.

Where remote locations need talking to.

Datasystems are ideally suited for the communication of data in a distributed computer network. The system may be the focal point for terminal communications or serve as a remote computer working with a larger central system.

Nothing Compares

Compare the Datasystem's on-line approach and efficiency to that of your manual system with rows of file cabinets, stacks of notebooks and tubs of ledger cards. Or your punched card system trying to handle one or two aspects of your business while forcing you to duplicate data for limited card processing applications. Or your weekly trip to the service bureau to process the cartons of punched cards you accumulated during the week to get not enough copies of an expensive but aged output report.

Not Files Nor Cards Nor Service Bureaus Nor Your Present Computer

Then there's the conventional "batch" computer approach of too much or too little computer for the price. Large systems are often under used yet inaccessible for the simple piece of information you want. And taking up lots of space. And expensive. With several small batch systems offering big promises, you find as much difficulty getting the product to work as you do getting useful information from it.

Nothing compares to the DEC DATASYSTEM.

STEP 5

Selecting a supplier.

Recently, a large group of computer users were surveyed by Datapro Research Corp. A question addressed users' overall satisfaction with the nine major computer manufacturers. The result: "Digital, the leader in overall satisfaction, was also rated number one in reliability of mainframe, reliability of peripherals, effectiveness of maintenance service, and technical support."

Who would you trust to reduce paperwork in your operation? Why not the leading supplier of small computer systems. Digital Equipment Corporation.

You Can Trust Digital

Digital is well known in business, manufacturing, engineering, education, medicine and the sciences. We're almost as old as the computer industry itself. We started marketing in 1957, invented the minicomputer in 1964. We were first in the development of on-line direct-access computing and a pioneer in timesharing techniques. Today we are one of two computer companies in the world that have installed more than 35,000 computers.

We have over 18,000 employees and occupy millions of square feet of manufacturing area at plants throughout the world.

Our customer user group, DECUS, is the industry's largest, and offers members access to a vast supply of contributed program documentation.

You'll Get the Support You'll Need

Our multi-national field sales, service and software support staff is ready when and where you are to discuss a Datasystem solution to your paperwork problems.

We'll educate you—Our training center offers a large staff of full-time instructors to familiarize your people with the Datasystem. Each year, thousands of customers attend these courses.

We'll train you—Your local representative can provide installation and on-site training.

We'll service you—Our world-wide field service engineers are ready to respond to whatever installation and maintenance needs you may have.

We'll support you—Our customers are backed by a team of business and data processing professionals that will get you started right and keep you heading in the most productive direction.

DEC DATASYSTEMS are among the most valuable new business tools since the computer itself. They are remarkably simple, flexible and cost-effective systems that have proven their ability to pay for themselves in businesses large and small. For a demonstration of how they can cut your paperwork problems, call or write the Digital sales office nearest you.

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